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U.S. Bureau of Immigration

United States Employment Service, Women...

[Washington]

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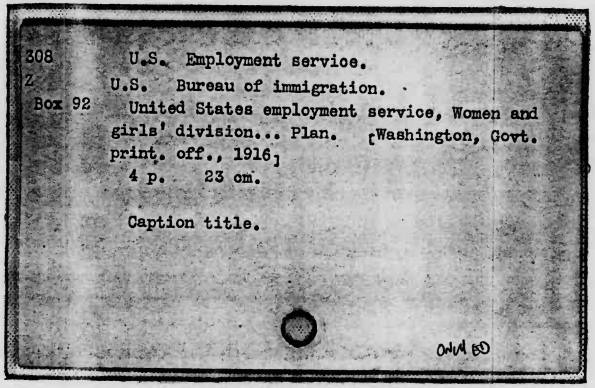


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# UNITED STATES EMPLOYMENT SERVICE

WOMEN AND GIRLS' DIVISION

## U. S. DEPARTMENT OF LABOR

BUREAU OF IMMIGRATION
DIVISION OF INFORMATION
WASHINGTON

### PLAN.

The organization of a Women and Girls' Division to supply employment.

Placement of girls limited to those over 16 years of age.

The establishment of an interchanging and interstate system between zones and offices of the United States Employment Service; also with cooperating and other State and municipal employment offices, as per instructions.

Cooperation with organizations other than official bodies, as per instructions.

The organization of committees on cooperation.

The development of efficient wage earners through elementary and vocational training and dissemination of information concerning vocational selection and training to girls approaching 16 years of age, and to others.

### OBJECTS.

In administering this system special attention should be given to the requests of women wage earners for work, and every effort made to meet the demand for female help in farming and rural communities as well as in the cities. Every possible assistance should be extended to girls and young women to enable them to make suitable vocational selections with a view to proper vocational training in order to guide them in desirable industry and avoidance of occupations and places where evil conditions exist. Information concerning trades and opportunities to labor in suitable vocations, including amount of wages paid, length of working day, and hygienic and other conditions prevailing in the various industries should be made available to all as a guide to useful employment and advancement as well as protection from exploitation and misdirection. The cooperation of employers should be invited in developing a plan for a clearing house of information with reference to employment; likewise the aid and assistance of women's and other organizations should be sought by correspondence and in such other ways as may be indicated in instructions.

All officers in the service are requested to give equal and considerate attention to applicants and to place at their disposal every facility in the power of the division.

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## GENERAL INSTRUCTIONS.

General instructions for distribution officers relating to system of employment and distribution of wage earners established by the Department of Labor and issued January 29, 1915, so far as they apply and are not in conflict herewith or with instructions concerning the Women and Girls' Division hereafter issued, are hereby adopted for the administration of said division.

## PLACEMENT OF WOMEN AND GIRLS.

Applicants should be classified as to age, so that only those over the age of 16 years shall be considered for or directed to employment; all those approaching as well as those above the latter age shall be given the information on hand in aid of vocational selection and training.

Opportunities should be classified in accordance with the practice followed in public employment offices in the vicinity, if any exist; if not, then according to the trades and vocations there established, and should be divided in three classes, as follows: Temporary, seasonal, and permanent.

Applicants should be given information about opportunities listed and should be advised for placement according to their abilities and training, with a view to their advancement to better opportunities and their progress in efficiency as wage earners.

When placements are made, confirmation thereof from employers should be secured by mail, telephone, or personal visit when practicable. In addition, it is desirable to ascertain also the probabilities of continuance of such placement and the progress made by applicant. When visits are made existing conditions should be observed and noted.

When there are no openings of the kind desired employers should be called by telephone, if in close proximity to the office, or correspondence initiated and inquiries made as to vacancies. Other offices of the United States Employment Service, as well as those of the State and municipalities, should also be consulted in the effort to secure employment for all seeking work and help to all patrons applying therefor.

The call or request of employers for women and girls should be recorded, and the report of division investigators and information from other sources, including statements of former or present employees, should be noted as an aid in determining their desirability in filling requests for help in the future.

No applicant should be advised to leave one locality to find work elsewhere unless there is definite knowledge of the conditions existing in places seeking women workers.

Careful records should be kept showing complete industrial history of each applicant to disclose her experience and capacity.

*It is understood that in directing women or girls to employment extreme care is to be exercised to prevent the sending of wage earners to localities where labor troubles exist or are threatened, or to places where labor conditions would be disturbed thereby.*

*No woman or girl should be directed to an opportunity unless the character of the place to which addressed and of the employer has*



*been established to the satisfaction of the superintendent or other officer in charge of the division.*

## GIRLS APPROACHING 16 YEARS OF AGE.

Girls approaching 16 years of age applying for information should be advised to pursue such a course of elementary and vocational education as may be calculated to develop their abilities in lines of industry for which they are best fitted. As their future may depend upon the choice of vocation made and course followed as a result of a conference with the officers of a division, the superintendent thereof must exercise the greatest care in directing this branch of its work. A friendly interest, more, perhaps, than advice, may influence applicants in reaching their own choice of a career after being supplied with the information at hand concerning the necessary educational foundation therefor in addition to the facts furnished relating to employment and the various industries.

Knowledge of the educational opportunities, experience, home surroundings, and environment, together with observation as to tendencies, capacity, and ambitions of each applicant will aid in determining the best course to follow in giving beneficial information. The attitude of parents, as well as their cooperation, if obtainable, will be found useful—in fact such cooperation should precede, wherever practicable, any effort made in vocational direction, either in elementary or vocational training. If the applicant is still at school, she should be urged to continue; or, if not, then to resume her studies; and an appeal made to parents or guardians in that behalf.

The division, through the superintendent, should provide for the assembling of information from all available sources for the use of applicants.

Information provided for women and girls subject to placement set forth hereinabove should, as aid for vocational selection, be at the disposal of applicants under this subdivision.

The selection of committees on cooperation composed of representatives of organizations, public and private, whose objects are in harmony with the plans of the Department of Labor as administered in the United States Employment Service should be encouraged.

Such committees may introduce applicants, submit recommendations concerning vocational direction and training, and confer on this and other related matters with the superintendent and other officers of the service.

## INSTRUCTIONS TO DIRECTORS OF EMPLOYMENT AND SUPERINTENDENTS OF WOMEN AND GIRLS' DIVISION.

Interchange of applications for opportunities as well as for help should be arranged between the various offices of this service and of the State and municipal bureaus.

Stimulating the use by employers and wage earners generally of the public employment service of the United States, States, and municipalities will demonstrate the economic value thereof in lessening the causes of unemployment.

Personal visits to organizations and business establishments and correspondence should not be overlooked.

The committees on cooperation above mentioned also may materially aid the Department of Labor in its employment service by establishing systems in the respective organizations represented for the purpose of securing information as to opportunities to fill requests of employers for help and of wage earners, male and female (above 16 years of age), for employment. Provision also should be made, through correspondence or otherwise, for the introduction to the officers of the United States Employment Service and cooperating State and municipal bureaus, by organizations represented on said committee, of applicants for work and of employers seeking help.

The officers in enforcing these rules should bear in mind that it is just as essential to keep young untrained girls—not alone those under 16 years of age but also such as have passed that limit—in school as it is to find work for those who have finished their school training.

Each superintendent shall submit monthly, through official channels, a detailed report of the operations of the division.

The Chief of the Division of Information is hereby authorized and directed to enforce the foregoing general instructions and supervise, under the direction of said bureau and department, the new system providing for the organization and operation of a Women and Girls' Division in the United States Employment Service.

May 1, 1916.

A. Caminetti

*Commissioner General of Immigration.*

Approved.

W. B. Wilson

*Secretary of Labor.*

WASHINGTON : GOVERNMENT PRINTING OFFICE : 1916

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TITLE